

EDITED TASK LISTING

CLASS: HEALTH PROGRAM SPECIALIST I

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Consult with all staff levels and other agencies (i.e., institutions, Department of Mental Health (DMH); Department of Health Services (DHS); Legislature; Office of Inspector General (OIG); Attorney General (AG); other CDC divisions, unions, federal courts, etc.) concerning highly sensitive issues in order to gather, compile, coordinate and disseminate information, and provide direction, utilizing communication skills, laws, rules, regulations and policies governing correctional health care, computer programs (e.g., Excel, Word, Access, Project Manager, etc.), independently, or with minimal direction.
2.	Provide a leadership role in development of policies and procedures to ensure appropriate and timely treatment is provided to the inmates (patients) according to the Health Care Services Division's (HCSD) mission utilizing communication, teamwork, analytical and organizational skills, in addition to laws, rules, regulations and policies governing correctional health care (e.g., Title XV, Title XXII, Inmate Medical Services (IMS) policies and procedures, Mental Health Services Delivery System (MHSDS) Program Guides, etc.) with minimal direction.
3.	Provide a leadership role in coordinating the implementation of health care policies and procedures to ensure appropriate and timely treatment is provided to the inmates (patients) according to the Health Care Services Division (HCSD) mission utilizing communication, teamwork, analytical and organizational skills, in addition to laws, rules, regulations and policies governing correctional health care (e.g., Title XV, Title XXII, Inmate Medical Services (IMS) policies and procedures, Mental Health Services Delivery System (MHSDS) Program Guides, etc.) with minimal direction.
4.	Provide recommendations to management in order to ensure departmental compliance with the governing rules, regulations, and policies utilizing analytical and communication skills, knowledge of the new and revised rules, regulations and policies, as required.

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5.	Assist with the development of additional ancillary health care programs to ensure that appropriate access to care, quality of care, and continuity of care are provided to the inmates (patients) utilizing communication, teamwork, analytical and organizational skills, in addition to laws, rules, regulations and policies governing correctional health care (e.g., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) with minimal direction.
6.	Develop training materials on new or revised health care programs, policies and procedures to ensure compliance with state and federal regulations (i.e., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) utilizing communication, teamwork, analytical and organizational skills, and computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.) in addition to laws, rules, regulations and policies governing correctional health care, as required upon the creation or revision of a policy.
7.	Train staff on new or revised health care programs, policies and procedures to ensure compliance with state and federal regulations (i.e., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) utilizing communication, teamwork, analytical and organizational skills, and Power Point, as needed.
8.	Monitor health programs to ensure compliance with state and federal regulations, and departmental policies and procedures (i.e., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) utilizing communication, teamwork, analytical, and organizational skills; and audit tools; as well as laws, rules, regulations and policies governing correctional health care (e.g., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.), with minimal direction.

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9.	Evaluate health programs to ensure compliance with state and federal regulations, and departmental policies and procedures (i.e., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) utilizing communication, teamwork, analytical, and organizational skills; and audit tools; as well as laws, rules, regulations and policies governing correctional health care (e.g., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.), with minimal direction.
10.	Develop audit tools to use during monitoring and evaluating health programs utilizing communication, teamwork, analytical, and organizational skills, as well as laws, rules, regulations and policies governing correctional health care (e.g., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.), with minimal direction.
11.	Maintain automated data systems to monitor health programs to ensure compliance with state and federal regulations, and departmental policies and procedures (i.e., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) utilizing communication, teamwork, analytical and organizational skills, and computer skills, with minimal direction as needed.
12.	Maintain automated data systems to evaluate health programs to ensure compliance with state and federal regulations, and departmental policies and procedures (i.e., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) utilizing communication, teamwork, analytical and organizational skills, and computer skills, with minimal direction as needed.
13.	Compile and tabulate statistical and/or management data in order to provide information for use in assessing and evaluating effectiveness of health care programs utilizing communication, teamwork, analytical and organizational skills, computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), and statistical methods, in addition to laws, rules, regulations and policies governing correctional health care, as needed.

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14.	Prepare documents/reports/correspondence from institution and division data to ensure that management receives accurate and adequate information about health care issues, programs, policies, etc. to review and disseminate as appropriate utilizing communication, teamwork, analytical and organizational skills, computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), and statistical methods, in addition to laws, rules, regulations and policies governing correctional health care, independently.
15.	Serve as a lead (team leader) on multi-disciplinary task forces to provide direction to participants in order to complete studies or projects in a timely manner utilizing communication, teamwork, analytical and organizational skills, and computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), in addition to laws, rules, regulations and policies governing correctional health care, as directed by management.
16.	Participate in staff meetings and health care related in-service training for clarification of departmental issues, policies, and procedures which will ensure compliance with state and federal regulations, and departmental policies and procedures (i.e., Title XV, Title XXII, IMS policies and procedures, MHSDS Program Guides, etc.) utilizing communication, teamwork, analytical and organizational skills, as required.

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